

### **Training Transcript for Module 7 Evaluation**

This is Module 7 — Evaluation of the Exercise Builder Online Training.

In this module, you will learn how to build Exercise Evaluation Guides for each of the emergency organizations or services you have selected to participate in the exercise.

At the end of this module, you will have entered your exercise evaluation guide for each of the exercise participants. This will include an exercise evaluation checklist, rating form information and optionally includes evaluation criteria for each exercise objective. You will then be prepared to go to Module 8 — Narrative and Simulations/Data.

Exercise Evaluation Guides (EEGs) can be developed in two separate locations.

The first is from the top Add/Edit Baseline function. These are baseline EEGs. To modify EEGs for use in all your exercises, you must make the modification in the baseline. Once EEGs are developed in this location, they are available for use in any future exercises using the current baseline.

To access these EEGs, click Add/Edit Baseline, then click Baseline Evaluation Guide Worksheet.

The second location is from Step 8.1 Exercise Evaluation Guides. EEGs developed or modified here are available only in the current exercise. If there is any chance the new or modified EEGs in other exercises are needed, use the Baseline Exercise Evaluation Guide Worksheet.

In order to build an exercise evaluation guide, a participant with exercise objectives must be loaded into Exercise Builder.

Instruction to build the EEGs will be done using the Baseline Evaluation Guide Worksheet.

If the exercise objectives used in the baseline were copied and then modified from the Core Objectives, then the Core Exercise Evaluation Guides were also copied and are available for use in this worksheet.

If the exercise objectives were copied from another participant and the EEGs were developed for that participant, then the participant EEGs were also copied and are available for use in this worksheet.



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Using the Baseline Evaluation Guide Worksheet (located at the top of the menu under "Add/Edit Baseline,") either page through the participants with the forward or back arrow or use the pull down arrow to see the list of participants.

Once a participant is selected, the exercise objectives will be available on this worksheet. A print button is available.

This screen depicts the Baseline Evaluation Guide Worksheet for the Energy Research Center Duty Officer. The Duty Officer objectives were copied from the core objectives. This results in providing the user access to the core EEG.

Like all Exercise Builder worksheets, you can print the document, or use the Help, Search and Replace, Save, and Close buttons. Since no action has been applied to this worksheet, the Save button is greyed out (inactive).

The participant name (Energy Research Center Duty Officer) and exercise objective (ERC-DO.2 Given an event, collect event information in accordance with the Energy Research Center Emergency Plan (March 2013)) are displayed. The arrows may be used to move between both participants or exercise objectives. Other participants or objectives can also be viewed by the pull-down arrow on the right side of the display row.

The development of evaluator checklists and assignment of evaluation criteria are the primary functions of the Baseline Evaluation Guide Worksheet. The core EEGs were developed by the EMI SIG Drill and Exercise Subcommittee and were peer reviewed by various exercise coordinators. They are used as a starting point for the development of site specific EEGs.

The Use Criteria has been toggled to on, and criteria are pre-assigned as part of the core EEG.

To check the description of each P/E, click on the P/E number. The section for the number selected will pop-up.

For example, the P/E6 series is the Emergency Response Organization and the P/E10 series is Notification and Communications. Scroll down the list of P/Es in the section until you reach the associated number. As the EEG is reviewed, criteria may be deselected or other criteria added based on the participant's plans and procedures.

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This location includes the evaluation questions that are tailored to the site terminology and plans and procedures. In this example, <Duty Officer> would be changed to ERC Duty Officer.

Along the bottom of the worksheet are the Down/Up, Add, Edit, and Delete buttons. These functions work the same as on other worksheets. A button for Copy Objective Response Steps is also available. This provides access to the objective's response steps that can be easily modified to create the EEG evaluation checklist or "Did They Questions."

- Select a participant.
- Select an exercise objective.
- Select Copy Objective Response Steps.

When the exercise objective was copied or developed, response steps were developed, as well as major actions that should be accomplished to meet the objective.

- Review the list of Objective Response Steps and choose which are needed in the EEG by selecting the box in the Copy column. A checkmark will appear in each box upon selection.
- Next, select Copy Into Current Checklist.
- In this example, all of the response steps for the objective were selected and copied into the Evaluation Checklist.
- Now, use the Edit button to modify the response steps on the Evaluation Checklist items or "Did They Questions." You may also use the Add button to develop new checklist items or the Delete button to remove checklist items from the list.
- Once the checklist items are completed and arranged in the order they would most likely be observed (using the Down/Up buttons), evaluation criteria may be assigned.
- Use this arrow to toggle between participants.
- Use this arrow to toggle between the different criteria.

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Remember to save often as you build your EEGs.

The purpose of assigning criteria is to provide the evaluator with the DOE/NNSA Headquarters level guidance standard for evaluation of various response elements.

The evaluation criteria are organized into a series of response elements. They are accessed using the pull down arrow on the right side of the response element box.

A description of the response element can be accessed by clicking on the Performance Goal. Each of the response elements may have subordinate categories of criteria.

As each response element is reviewed for criteria, choose the criteria that applies to the evaluation question by selecting the box next to the criteria.

Click the Next Arrow to go to Step 8.2.

Step 8.2 uses the same screen format listing Exercise Participants and the objective, MSEL, and now the EEG Worksheet status. The status is changed using the same methodology as used in the Exercise Objective and MSEL worksheets.

When accessing participants through this screen, only the exercise objectives selected for the exercise you are working on will be shown in the Open EEG Worksheet.

If an EEG is modified using Step 8.2, the information will be assigned only to the EEG for this exercise. If the modification is needed in other exercises, it must be modified by using the Add/Edit Baseline, Baseline Evaluation Guide Worksheet process.

- Click the View/Print EEG button to view/print the EEGs for the highlighted participant. The participant EEG will be generated and printed using the template that has been selected on 8.3.
- Click the Next Arrow to go to Step 8.3.
- You have completed Step 8, Exercise Evaluation. You may now generate and review this section of your exercise plan.
- Click the Generate & Save Document: Exercise Evaluation Guides link to generate, save and open the document.
- Click the Edit Current Evaluation Guides Template link to modify the currently selected template.



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- To select a different Exercise Evaluation Guides template to modify or generate the Exercise Evaluation Guides document, click the [Select a Different Evaluation Guides Template](#) link.

This concludes the video portion of Module 7 — Evaluation.

There is no activity for Module 7.

You are now ready to go to the video portion of Module 8 — Narrative and Simulations/Data.